



ADVISORY NOTICE

No. 08-003

SUBJECT: Course Audit Program

ISSUED: 5 May 2008

The purpose of the Training Audit Program is to evaluate the quality and consistency of EMT training programs conducted by Rhode Island licensed instructor-coordinators. There are two forms of course audits conducted by HEALTH:

1. An **Administrative Audit** is a review of course records including syllabus, curriculum, policies, faculty qualifications, student examinations, and other records retained by the instructor-coordinator.
2. An **On-Site Audit** consists of a site visit to evaluate the learning environment and observe the delivery of one or more class sessions.

These two components may be conducted independently or combined as a **Full Course Audit**. An audit may be used to evaluate an entire training program or a specific course element.

Audits may be conducted at random as part of HEALTH's ongoing quality assurance/quality improvement process. As such, a random audit implies no wrongdoing on the instructor-coordinator's part whatsoever. However, a full or partial audit may also be conducted in the course of investigating specific complaints against a program. Additionally, an audit be performed at the request of an instructor-coordinator cited for irregularities and seeking relief from penalties.

When selected for a course audit, the instructor-coordinator will be notified in writing and provided with further instructions for submitting the required records and/or scheduling the site visit (if applicable).

At the conclusion of the audit, a summary letter and copy of the audit report will be provided to the instructor-coordinator and placed in the instructor-coordinator's permanent file. The instructor-coordinator may attach a written response to the final copy of the audit. A copy of the summary letter and report may be submitted to the Educational Standards Committee, the HEALTH EMS Chief, and other pertinent committees or persons where permitted by law.

For any questions or concerns regarding the Training Audit Program, please contact the EMS Training Coordinator at (401) 222-5917.